



**Washington State Patrol  
Crime Laboratory Division  
Clandestine Laboratory Response Training  
Manual**

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# 1 INTRODUCTION

## 1.1 CLANDESTINE LABORATORY RESPONSE TEAM (CLRT)

The Clandestine Laboratory Response Training Plan was designed based on the training procedures for clan lab response developed by the WSP during the 1990s and early 2000s when responders were routinely assisting at scenes.

Refer to WSP CLD Quality/Operations Manual (QOM) Personal Qualifications and Training.

## 1.2 PURPOSE

To provide CLRT Responders and CLRT Trainee Responders with the necessary instruction to allow professional growth and expertise in the provision of advice at suspected clan lab scenes.

## 1.3 TRAINING TO COMPETENCY OBJECTIVES

Competency objectives will be covered by continued authorization in clandestine laboratory (clan lab) analysis as specified in the Clandestine Laboratory Training Manual as well as one supervised call-out.

## 1.4 EMPLOYMENT DEVELOPMENT

The length of the training period is a highly variable matter and will be left to the determination of the CLRT Coordinator. The CLRT Coordinator shall prepare a written training plan that will include a timeline. Certain individuals may require less time than others, depending on experience, education, and/or learning ability. The training time will also vary based on the time required to enroll the trainee in proper adjunctive training courses.

Throughout the training period, the trainee will assist with responses under the direct supervision of an authorized responder to familiarize the trainee with appropriate response procedures. Such activities will be documented in writing to the CLRT Coordinator, generally via e-mail.

Section 2 includes selection requirements and training opportunities for CLRT Trainee Responders. If the requirements cannot be met and an appropriate combination of training opportunities completed within six calendar months, consideration should be given for additional time for completion or the termination of the CLRT Trainee Responder's assignment. Transition to CLRT Responder is at the discretion of the CLRT Coordinator. A minimum of one supervised response will be required as the competency test for transition to CLRT Responder.

Section 3 includes recommendations and requirements for continued participation on the CLRT. If a Responder does not complete the requirements within the timeline indicated on the formal training plan, the CLRT Coordinator must communicate in writing whether the CLRT Responder will be given additional time to complete the requirement or that participation on the team has been terminated. The Bureau should make every effort to ensure that continued training is available to all CLRT Responders.

Section 4 includes recommendations for the selection of CLRT Coordinator. It is expected that the CLRT Coordinator will be an active CLRT Responder while taking on the additional administrative duties of the position.

## 2 CLRT TRAINEE RESPONDER

### 2.1 INITIAL REQUIREMENTS

- In order to be considered for CLRT, an analyst must have certain training and expertise already demonstrated in their work assignment. Additionally, analysts must demonstrate a willingness to be on-call for long periods of time. Essential requirements are as follows:
- The analyst must be authorized and proficient in Clan Lab analysis (and, by inference, of the other requirements necessary to maintain the ability to do Clan Lab analysis)
- The analyst must be willing and able to respond at any time and under adverse weather conditions.

Additionally, the analyst on their own initiative should have some of the following experiences which demonstrate an interest in joining the team:

- Participation in a CLIC meeting.
- Participation in Clan Lab training activities for WSP SWAT or outside agencies.
- Provision of training for WSP SWAT or outside agencies.
- Conducting research in Clan Lab analysis.
- Attendance of other appropriate seminars (such as NES provides).
- WSP CSRT or other crime scene experience.

### 2.2 TRAINING REQUIREMENTS

The following is a list of further training which will enable the CLRT Trainee Responder to understand the scope and limitations of the CLRT service. The CLRT Coordinator has the authority to determine when prior experience will serve to complete any of the following requirements, and will document the nature of the experience.

- Obtain the necessary equipment for field work, including fit testing for the safety gear required for the assignment.
- Pass a written exam based on the CLRT Procedures manual [and field experiences of CLRT Responders].
- Attend a CADRE class (or equivalent) for new Clan Lab responders.
- Attend the annual CLIC meeting and provide a report of training for the other members of the team.

### 2.3 COMPLETION OF TRAINING

After completing the above four requirements (or providing documentation of equivalent experience), the final step will be accompanying a CLRT Responder on call-outs. Anytime during the training, the CLRT Trainee Responder may accompany the CLRT Responder provided that the safety gear requirement has been met. After the first three objectives have been met, the CLRT Trainee Responder shall do a minimum of one supervised response and, based on the recommendations of the CLRT Responder and the CLRT Coordinator, may be transitioned to CLRT Responder. It is understood that, given the sporadic nature of call-outs, extra time may be needed to fulfill this last requirement. The completion of the first three requirements will be allowed to stand as long as the CLRT Trainee Responder participates in the Continuing Participation requirements.

The CLRT Coordinator will document the completion of all of the requirements after the successful completion of the three training activities and supervised call-out.

### **3 CLRT RESPONDER CONTINUING PARTICIPATION EXPECTATIONS**

In addition to providing service when called, there are other activities that are expected to maintain the excellence in service expected from our customer agencies.

#### **3.1 REQUIREMENTS**

These activities are expected to be done and documented within any given fiscal biennium.

- Maintain authorization in clan lab analysis.
- Attend a CLIC meeting or other appropriate outside meeting (e.g., NEC) and provide a summary report to those CLRT Responders not in attendance.
- Fit test safety gear.
- Meetings (both in-person and teleconference) of the CLRT

#### **3.2 RECOMMENDATIONS**

The following is a list of activities that are recommended for participation when the opportunity arises, but it is recognized that these are sporadic in nature or dependent upon outside elements of control which may preclude them from being requirements. The CLRT Coordinator may choose to substitute any of these for an appropriate category above.

- Provide training in chemistry-based aspects of clan lab analysis (e.g., providing a cook, demonstrating best practice for collecting samples).
- Publish (either internally or externally) original research having to do with clan lab analysis.
- Attend WSP SWAT or outside agency trainings, meetings, seminars, etc.

#### **3.3 FULFILLMENT OF RESPONSIBILITY**

When a CLRT Responder has completed the requirements (or their approved replacements), the CLRT Responder will provide the CLRT Coordinator with a request for continuing participation as well as documents demonstrating the completion of the requirements. The CLRT Coordinator will communicate in writing that the requirements have been met for the given fiscal biennium.

## 4 CLRT COORDINATOR

The CLRT Coordinator has the responsibility for oversight of the program and communicating its services to WSP CLD management. Recommendations for the selection of coordinator include:

- Active participation as CLRT Responder
- 3 years experience as clan lab analyst
- Active participation with WSP SWAT and local agency task forces
- Active CLIC membership
- Supervisory experience, either by job category or by coordination of other programs
- Experience as safety officer

The CLD Commander and Materials Analysis Management Liaison are responsible for the selection of the CLRT Coordinator and are responsible for the continuation of the appointment.